

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 7/2015)

Classification Title Associate Governmental Program Analyst	Board/Bureau/Division Board of Psychology
Working Title Legislative and Regulatory Analyst	Office/Unit/Section / Geographic Location Central Services Unit / Sacramento
Position Number 601-110-5393-803	Name and Effective Date

Under the direction of the Central Services Manager (Staff Services Manager I [SSMI]), the Associate Governmental Program Analyst (AGPA) performs with independence the most complex analytical duties within the Central Services Unit, including the analysis of legislation and regulations and oversight of the Board's budget, and information technology needs. The AGPA may attend Board and committee meetings, may make presentations to Board and committee members. Specific duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS

35% (E) LEGISLATION

Identifies, analyzes, and tracks legislation affecting the Board of Psychology. Prepares legislative bill analyses including recommendations on Board's position; monitors and reports on the assigned bills; drafts amendments to proposed legislation; reviews, analyzes and prepares amendments to proposed legislation. Responds to legislative inquiries regarding fiscal or programmatic impact from the Department's Budget Office and Legislative and Policy Review Division. Ensures that bill analyses, enrolled bill reports and necessary communications to the Legislature occur when needed and according to deadline. Staffs Board-sponsored legislation; draft amendments; works with stakeholders, agency and departmental analysts and legislative staff to ensure passage of legislation. Responds to inquiries from Departmental entities, legislative offices and other state agencies regarding the Board's legislative activities and bills. 15%

Performs analysis of new laws and interacts with the Board's Legal Counsel, Executive staff, Department's Budget Office, unit leads and professional associations to design appropriate forms, summaries, and frequently asked questions (FAQs) as the law necessitates for implementation. Interprets and evaluates all statutes pertaining to the Board's legislative duties and the practice of psychology. 10%

Prepares oral and written reports and recommendation for Board meetings and works with the appropriate Board committees during Board and committee meetings. 10%

35% (E) REGULATIONS

Develops rulemaking proposals including initial statements of reasons, public notice and regulation text; ensures Board compliance with APA requirements for rulemaking. Arranges and facilitates regulatory hearings, assures that public notices are mailed and that all legal deadlines are met. Responds to inquiries from Departmental entities, legislative offices and other state

agencies regarding the Board's rulemaking activities. Responds to public comment to rulemaking proposals. 10%

Performs analysis of new regulations and interacts with the Board's Legal Counsel, Executive staff, Department's Budget Office, unit leads and professional associations to design appropriate forms, summaries, and frequently asked questions (FAQs) as the regulation necessitates for implementation. 10%

Acts as regulatory liaison with the Office of Administrative Law and the Department's Legal Office and Legislative and Policy Review Division. 5%

Prepares annual update for the Laws and Regulations Relating to the Practice of Psychology. 5%

Presents regulation updates and drafts regulatory language to Board and committees at Board meetings. 5%

10% (E) BUDGET

Analyzes all budget reports for accuracy and tracks the status of the Board's budget throughout the fiscal year. Reviews revenue receipts and expenditures. 5%

Prepares all Budget Change Proposals, Budget Schedules, and Out-of-State Blanket Requests. 5%

10% (M) ADMINISTRATION

Coordinates the preparation of the agenda and agenda packets for Board meetings, sends electronic notices to Board's interested parties and maintains proof of mailing for compliance. Prepares meeting minutes and compiles list of action items following Board meetings.

Coordinates and prepares special reports including, but not limited to, the Annual Report, Strategic Plan, and Sunset Review Report with Executive staff and program coordinators. Completes special projects assigned by the Executive Officer and Assistant Executive Officer as required. Reviews and updates Board forms and publications as necessary.

Coordinates the preparation of and tracks all Public Records Act requests. Maintains master chronological file of Board correspondence including, but not limited to legal opinions, policy decisions, Executive Officer/Assistant Executive Officer correspondence.

Prepares and updates Records Retention Schedule and coordinates the maintenance and/or destruction of records.

10% (M) INFORMATION TECHNOLOGY (IT)

Coordinates the postings of all documents contained on the Board's Web site and social media sites, monitors the Web site for necessary updates and coordinates with respective program coordinators and Executive staff. 5%

Acts as the software coordinator, including the procurement of all IT equipment and software. Identifies when new equipment or upgrades are required, obtains necessary bids for system and/or software purchases, ensures all IT purchasing requirements are met. Coordinates any new information technology system enhancements or requirements with the Office of

Information Services. Prepares annual IT compliance reports as required and prepares service requests to image computers and/or install and remove software for all staff. 5%

B. Supervision Received

The AGPA reports directly to the Central Services Manager and receives the majority of assignments from the Central Services Manager; however, direction and assignments may also come from the Assistant Executive Officer or Executive Officer (Exempt).

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The AGPA will have regular direct contact with licensees, psychologists, members of the Board of Psychology, members of the Legislature and their staff, and various DCA employees and other agencies. The information exchanged will include sensitive/confidential information as well as information available through the Freedom of Information Act. On a daily basis, the AGPA will respond to inquiries from the general public by telephone, e-mail or in writing. Works directly with the Board's executive and program staff, DCA staff and other state agencies. The AGPA is required to maintain a positive, professional working relationship with members of the industry, other state, and federal agencies, persons and entities regulated by the Board, and staff from the Board and the Department of Consumer Affairs.

F. Actions and Consequences

Failure to complete assigned duties in a timely manner may delay licensing and enforcement actions which could result in a fiscal loss to the Board. Failure to properly ensure completion of Board responsibilities could result in the Board's inability to fulfill its mission-critical activities related to the regulation of this profession for the protection of the consumer public, and may result in direct patient harm and discredit to the Board.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The incumbent may spend 75%-85% of the working day using a personal computer. The position requires bending and stooping to retrieve files, walking, and occasional light lifting, up to 20-25 pounds. The ability to use a personal computer and telephone is essential. The incumbent must possess good writing and

communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, work cooperatively with others as a member of a team, and be responsive to management needs, and represent the Board in a professional manner. Regular attendance and punctuality are an essential part of this job. The incumbent is required to professionally and tactfully interact with the public and licensees, and use good judgment at all times.

H. Other Information

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to Board management needs. The incumbent must also use strong interpersonal skills to support the achievement of the goals and objectives of the Executive Officer and the Board and maintain good working relationships with staff and management. This position has access to confidential or sensitive information related to consumers of Board services and/or employees of the Board. The individual occupying this position is expected to maintain the privacy and confidentiality of such information at all times. Travel by various methods of transportation may be required. If travel is required, it will be by commercial carrier or automobile whichever method is in the best interest of the State. Travel may be for one or several consecutive days.

Fingerprinting

This position has access to Criminal Offender Record Information (CORI). Title 11, Section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: 8/26/2020